

February 15, 2017

EMERGENCY FOOD ASSISTANCE PROGRAM (EFAP)
POLICY NOTICE 17-01

TO: ALL FOOD BANK EXECUTIVE DIRECTORS

SUBJECT: NEW ELECTRONIC SIGNATURE POLICY

The Emergency Food Assistance Program (EFAP) is pleased to announce the option of obtaining Electronic Signatures during EFAP Distributions. Food banks have the option to use an EFAP approved electronic signature program or the EFA-7 form during distributions to collect signatures.

The advantages of using the electronic signature process include:

- Improves real-time information to provide adequate monthly allocations per site
- Live data allows the food bank to see participants served in actual time
- Faster service to recipients during distributions
- Comprehensive reports for funding purposes
- Report calculates households and people; no manual adding and; fewer mistakes
- Capacity to map data to see distance traveled by participant
- EFA-7s remain on file electronically and accessible over time

The EFAP has approved PantryTrax and OasisInsight for use at EFAP distributions. Each of these programs have variations and EFAP recommends food banks evaluate both systems.

Your Program Consultant can provide contact information for each of these electronic signature systems and/or a food bank currently using them to help answer questions.

If you have any questions regarding the new guidelines, please contact your EFAP Program Consultant or call (916) 229-3344.

Sincerely,

Original Document Signed by:

Scott Nielsen, Chief
Emergency Food Assistance Program and Fraud Policy Section